

## **-SCOPE OF WORK- SILVER SPRING METRO CENTER 1**

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**Project title:** Custodial Cleaning Services

**Location:** 1335 East West Highway, Silver Spring, MD (MD0205ZZ)

**Period of Performance:** 04/01/2019-03/31/2020

### **Description:**

- This contract is for custodial and related services with a performance based scope of work. Contractor shall provide all personnel, labor, materials, equipment and supervision to service and maintain custodial needs at the facility located at 1335 East West Highway, Silver Spring Metro Center 1, Silver Spring, MD. POP04/01/2019-03/31/2020 base year with (2) 6 month options.
- Cleaning hours shall take place between the hours of 6:00am and 5:00pm, Monday through Friday, except on federal holidays unless requested or approved by COR.
- Contractor must use innovation, technology and other means to perform the most efficient cleaning services for the building.
- Contractor must implement a Quality Control Plan (QCP) as noted in *The Description/ Specifications/ SOW section C.14 Quality Control Plan*
- Contractor must keep Contracting Officer Representative (COR) updated on work being performed; provide work schedules and other pertinent information needed by the COR. *Please see section C.15 Cleaning schedules, section C.11 Communication plan, C.16 Communication Requirements per The Description/ Specifications/ SOW.*
- Contractor is responsible for all snow removal on located on the grounds of SSMC1
- Contractor must provide 1 onsite supervisor for 8 hours per day to complete the following task not limited to:
  - Mop and vacuum specified areas daily
  - Inspect cleanliness for all restrooms located on G1-9<sup>Th</sup> floors daily
  - Remove all trash and recyclables from centralized locations per each floor G1-9 daily.
  - Office recycling is collected once per week in centralized locations per each floor G1-9.
  - Buff all kitchenette flooring and copy room flooring once per week.
    - Note buffing may only occur bi-weekly or once per month based on need.

- Empty outside trash receptacles and ash trays daily.
- Complete outside perimeter check and inside garage perimeter check and clear any loose debris or trash.
- Check inventory and re order supplies.
- Respond to service calls placed by help desk.
- Contractor must provide at least 3 personnel onsite at least 8 hours each per day to complete the following task but not limited to:
  - Vacuum specified space daily as noted in assignment.
  - Clean assigned restrooms daily ensuring proper standards. Soap refilled, clean mirror, wipe down of entire sink area, stock all paper good to full capacity, clean toilets and stalls, sweep and mop entire floor.
  - Dust assigned areas once per week.
  - Remove trash and recyclables in all assigned office spaces and kitchenette daily and compile in centralized locations per assigned floor.

**Site Conditions:**

- For green cleaning and stand requirements of supplies see section C.3 *Green Cleaning* under the description/ specifications/ SOW. Per EPA guidelines GSA deems these standards to be satisfactory to complete cleaning requirements for the facility SSMC1.
- The contractor shall follow all standard services that have been outlined per *the description/ specifications/ SOW, section C.4 Standard Services*. GSA deems these services to be satisfactory to complete the cleaning requirements for the facility SSMC1.
- Contractor shall adhere to the recycle requirements per *The Description/ Specifications/ SOW, Section C.13*
- Contractor Shall adhere to requirements for trash and solid waste disposal and Removal per *The Description/ Specifications/ SOW, Section C.12*
- Contractor shall adhere to the above standard noted per *The Description/ Specifications/ SOW, Section C.8*

(b) (6)



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